

PURCHASE ORDERS AND CONTRACTS	Program Office	LO/SO M&B	Property Office	Procurement	Vendor	Finance Office	Recorded in Property System
Creation of Requisition	X						
Approval of Requisition		X	X				
Creation of Purchase Order or Contract				X			
Review for Accountable Property Vendor Manufacturer Model Description Custodian Source Doc. No. Order Date Accounting (Org. Code, Obj. Cl., Task/Project)			X				X
Delivery of Property					X		
Receipt of Property	X						
Acceptance of Property Acceptance Date Name of Acceptor	X						X
Tagging of Property PIN Number Serial Number Location	X						X

Submission of Invoice					X		
Payment of Invoice						X	
Acquisition Cost							X
Complete and Post Property Record			X				
Owner Use Type Useful Life							X